



TENTH COURT OF APPEALS

Chief Justice

Tom Gray

Justices

Matt Johnson

Steve Smith

McLennan County Courthouse
501 Washington Avenue, Rm 415
Waco, Texas 76701-1327

Phone: (254) 757-5200 Fax: (254) 757-2822

Clerk

Beverly Williams

JOB VACANCY NOTICE **TENTH COURT OF APPEALS – Waco, Texas**

POSITION AND SALARY

Attorney IV; Class No. 3505; Salary Group B27; \$88,191-\$149,155

APPLICATION PERIOD

Opens December 15, 2023 until filled

Position begins: January 15, 2024

Job Posting Number: 101223

The Tenth Court of Appeals, Waco, Texas, is now accepting applications for a full-time staff attorney. This particular position is to work for and be assigned to Justice Smith. Attorney IV positions are generally described in the State Classification General Job Description as follows:

Performs advanced (senior-level) attorney work. Work involves directing and planning legal activities, overseeing the preparation of legal documents, overseeing various hearings, interpreting laws and regulations, and rendering legal advice and counsel. May assign and/or supervise the work of others. Works under minimal supervision, with considerable latitude for the use of initiative and independent judgment.

As applicable to this particular position, examples of work performed include:

- Directs, organizes, and coordinates legal and administrative activities.
- Formulates, coordinates, and establishes policies and procedures.
- Oversees and advises staff on legal matters and the interpretation and application of laws and regulations.
- Oversees the preparation of legal opinions, briefs, contracts, proposals, and reports.
- May assign and/or supervise the work of others.
- Performs related work as assigned.

This position specifically involves extensive legal research and writing. Duties include the preparation of draft civil and criminal opinions, examination and research of original proceedings, preparation of legal memoranda, oral presentations to the Court in conference, and research on special projects. Duties may also include administrative matters.

Essential job functions:

The position requires the ability to work independently in analyzing and evaluating the legal arguments of the parties and preparation of draft opinions and orders. Applicants must be reasonably proficient in the use of Microsoft Word and performing legal research in either Westlaw or Lexis/Nexis.

Minimum qualifications:

1. Attorney currently licensed to practice law in Texas;
2. Three years of legal experience;
3. Reasonably proficient in the use of Microsoft Word and performing legal research via either Westlaw or Lexis/Nexis (a skill test may be administered); and
4. No pending criminal charges.

Preferred qualifications:

1. Experience in preparing appellate briefs;
2. Experience in civil and criminal trials;
3. Experience in areas of practice generally associated with presenting legal arguments such as summary judgment practice, charge conference, appellate research, and oral arguments;
4. Clerking or staff attorney experience with a court;
5. Certified by the Texas State Bar in any area that demonstrates proficiency, skill, or advanced knowledge, in particular in trials or appeals; and
6. Active member of sections of the State Bar of Texas that demonstrate an interest in trial or appellate practice.

Criminal background and reference check:

Before an applicant is hired, the applicant must provide written consent to a criminal background check and provide character and employment reference information.

Applicants must submit a completed State of Texas Application for Employment form <https://www.twc.state.tx.us/files/jobseekers/texas-application-employment-twc.pdf>, a resume, law school transcript, writing sample, and list of references to Beverly Williams, Clerk, Tenth Court of Appeals, McLennan County Courthouse, 501 Washington Avenue, Room 415, Waco, Texas 76701-1373.

An Equal Opportunity Employer

The State of Texas is an equal-opportunity employer.